



# LETTER HOME

Target Audience: Leaders at all levels

---

**Purpose** To foster and support today's young Airmen (the future of our Air Force) and the bigger Air Force family.

---

**Description** Those instances when you are “extra” proud of one of your Airmen become the perfect opportunity to share their good news. You, as the commander, send a letter to an Airman's family explaining why their son or daughter is such an instrumental part of the organization. The letter gives examples of why the Airman's family has reason to be proud. Make the memento extra special by including a photo of yourself and the Airman together.

---

- Employ**
- Prepare the letter citing the reason(s) why the Airman stood apart from their peers. Examples include promotions, award presentations, end-of-course completions, after unit inspections, or when they are caught in the act of superior wingmanship.
  - Use the template below (sample letter home.docx) if you would like.



Sample Letter Home  
2 Feb 2015.docx

- Mail the letter.
-